

Administrative Assistant

The Montana Association of Counties is accepting applications for the position of Administrative Assistant. Successful candidates will serve as Administrative Assistant working for the Montana Association of Counties assigned to the Health Care Trust.

Qualified candidates will possess basic computer skills, superior customer service skills by telephone, written and oral communication. The successful candidate will possess good organization skills, ability to operate a scanner, postage machine, office phone system, 10 key machine, copier, and effectively use Microsoft Office computer software. Demonstrated knowledge and experience in pooled insurance concepts is desirable.

The position is short-term part time with some full time work. Optimally the position will be filled in early March and will expire in early June. Position is at MACo's Helena MT offices. The pay is \$12.00 per hour.

A complete position description and application may be obtained on-line at: www.maco.cog.mt.us or by contacting MACo, either in writing to the address below or by phone at (406) 444-4360. Interested persons should submit a completed application, to Harold Blattie, Executive Director, Montana Association of Counties, 2715 Skyway Drive, Helena, MT, 59602. Initial deadline for submission is 5:00 p.m. March 6, 2009. Upon request, reasonable accommodations will be made for applicants with disabilities needing assistance in the recruitment and selection process. The Montana Association of Counties is an Equal Opportunity Employer.